

**PROPOSAL TO PROVIDE**  
**CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**  
**FOR THE ORANGE MEMORIAL PARK MAIN PLAYGROUND REPLACEMENT**  
**CITY OF SOUTH SAN FRANCISCO**



**SUBMITTED BY:**

**SUBMITTAL DATE: DECEMBER 5, 2025**



**4LEAF, INC.**

**CONSTRUCTION MANAGEMENT • PLAN CHECK  
INSPECTION • PLANNING • CODE ENFORCEMENT**

*Proposal to Provide:*

*Construction  
Management and  
Inspection Services for  
the Orange Memorial  
Park Main Park  
Replacement Project*

*On Behalf of the:*

*City of South San  
Francisco*

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Philip Vitale  
Deputy Director, Capital Projects  
550 North Canal St.  
South San Francisco, CA 94080

December 5, 2025

*Submitted as an electronic PDF copy via OpenGov at <https://secure.procurenow.com/portal/ssf>*

**Subject: Proposal to Provide Construction Management and Inspection Services for the Orange Memorial Park Main Playground Replacement Project**

Dear Mr. Vitale,

4LEAF, Inc. ("4LEAF") is excited to have the opportunity to submit our proposal to provide Construction Management (CM) and Inspection services for the City of South San Francisco's ("City") Orange Memorial Park Main Playground Replacement Project. We currently have contracts with the City to provide Plan Review and Fire Plan Review services, and we would be honored to provide another scope of service to benefit the City and the local community.

**☑ Project Experience**

4LEAF is highly experienced and qualified to perform CM and Inspection services in support of the City's master plan for Orange Memorial Park. 4LEAF has more than 24 years of experience providing CM and Inspection services to a wide variety of municipal projects for numerous public agencies in California. Since 2003, 4LEAF has been the sole provider of on-call CM and inspection services for the State of California Department of Parks and Rec ("DPR"), performing more than 400 work orders throughout the life of these contracts, and assigning upwards of 50 construction managers and inspectors concurrently throughout the state to service DPR projects. Some of 4LEAF's recent experience providing CM and Inspection services for **park renovation projects** includes:

- California DPR On-Call Project Management (PM), CM, and Inspection Services.
- City of Cupertino Jollyman Park All-Inclusive Playground Project.
- City of Cupertino Wilson Park Basketball Court and Community Garden Improvement Project.
- City of San Mateo Parks and Recreation Department Central Park Playground Improvement Project (in progress).
- City of San Mateo Parks and Recreation Department East Hillsdale Park Playground Improvement Project (in progress).
- County of San Mateo East Promenade Rejuvenation Project.
- County of San Mateo Tunitas Creek Beach Improvements Project.

The work we completed earlier this year for the City of Cupertino's Jollyman Park All-Inclusive Playground Project is a recent example of our success providing CM and Inspection services for a project similar in size and scope to the Orange Memorial Park Main Playground Replacement. The Jollyman Park project included replacing and expanding the previous playground with a brand-new all-inclusive playground, installing new pre-fabricated restroom facilities, and constructing a landscaped buffer area around the park's perimeter. We provided CM and Inspection throughout the entire construction process, from site preparation (clearing, grubbing, and grading, installing stormwater drainage and wet utilities), to installation of equipment (play structures, swings, interactive elements), and surfacing and landscape. The all-inclusive playground was designed to be a welcoming play area for people of all abilities and all ages. The all-inclusive playground at Jollyman Park is approximately 0.85 acres and is comparable in size to the

proposed new 0.7 acre all-abilities playground at Orange Memorial Park.

We are also currently performing CM and Inspection for two City of San Mateo playground improvement projects, the Central Park Playground and East Hillsdale Park Playground. Due to the nature of the sites and the type of work involved, these projects required us to partner with multiple subconsultants, including an environmental firm to perform nesting bat and bird surveys, an industrial hygienist firm to perform a hazardous materials building survey prior to demolition of the existing restroom building, an arborist to perform tree management and preservation services, an archaeological and paleontological consultant, and a Certified Playground Safety Inspector. Although these services are not explicitly mentioned in the City of South San Francisco's RFP, we do want to assure you that if they are needed, 4LEAF has a strong team of specialists to call upon. Our familiarity with these types of playground replacement projects gives us great confidence that we would be the right choice for the City.

In addition to our familiarity with playground replacement projects, 4LEAF is also a proven CM consultant in terms of managing a major project through planning, design, bidding, pre-construction, construction, and closeout. For example, we provided PM, CM, and Inspection services for the City of Pacifica's Wet Weather Equalization Basin Project. 4LEAF provided PM services during the Geotechnical Investigation, Engineering Design, and California Environmental Quality Act (CEQA) Evaluation phases of the project. 4LEAF performed constructability reviews during Design Phase, then led the pre-construction phase, advertised and awarded the project during the bidding process, provided dedicated CM and Inspection throughout construction, and finally saw the project through successful completion in post-construction.

#### Staff and Project Team Expertise

4LEAF staff have experience that is specific to the City's needs, including:

- Providing qualified construction managers to provide contract administration and management services for projects and serve as the primary point of contact.
- Providing constructability review and bid support services.
- Managing and inspecting construction activities for compliance with design plans and specifications.
- Managing and inspecting park renovation projects that include the installation of modern playgrounds with all-inclusive design.
- Coordinating projects with multiple City departments, stakeholders, and community members.
- Adhering to client's Quality Assurance Programs (QAP) to ensure that all materials and workmanship meet contract specifications.
- Managing and inspecting projects within the jurisdiction's right of way.
- Assisting with public outreach efforts prior to and throughout construction activities.

We look forward to the opportunity of working with the City of South San Francisco. This proposal has been signed by Gene Barry, P.E., who is a Corporate Officer and Vice President of 4LEAF. He will be 4LEAF's designated Project Manager. Gene is authorized to contractually bind 4LEAF and to negotiate a contract with the City. If you have any questions or require additional information regarding this proposal, please feel free to contact Gene in 4LEAF's Pleasanton Office at (925) 462-5959, or by email at [gbarry@4leafinc.com](mailto:gbarry@4leafinc.com). We confirm receipt of Addendum 1, dated November 4, 2025.

Respectfully Submitted,  
**4LEAF, Inc.**

Gene Barry, P.E.  
Vice President



## SECTION 2: CONSULTANT QUALIFICATIONS & EXPERIENCE

### FIRM INTRODUCTION

**4LEAF, Inc (“4LEAF”)** is a California “C” Corporation and was established in 1999 and incorporated in 2001 by experienced engineers and seasoned managers with a focus on providing professional Construction Management (CM), Construction Inspection, Plan Review, Building Department Services, Code Enforcement, Planning, and Fire Recovery services to public agencies, government, and private clients with the goal of setting the industry standard for excellent customer service. As a medium-sized business, we have approaches to working with clients that are very different from those you might find when working with a large corporation. Rather than trying to be the biggest firm doing everything, our philosophy is to strive to be the best firm providing our clients with outstanding customer service and first-rate consulting services.



to be the best firm providing our clients

### Office Locations

#### Bay Area - Corporate Office

2126 Rheem Drive  
 Pleasanton, CA 94588

#### Sacramento Office

8896 North Winding Way  
 Fair Oaks, CA 95628

#### Newport Beach Office

4440 Von Karman Ave., 3<sup>rd</sup> Floor  
 Newport Beach, CA 92660

#### Santa Rosa Office

2235 Mercury Way, Suite 120  
 Santa Rosa, CA 95407

#### Monterey Office

409 Washington, Suite 100  
 Monterey, CA 93940

#### Inland Empire Area Office

424 E. Vanderbilt Way, Suite A  
 San Bernardino, CA 92408

#### Washington Office

1201 Pacific Avenue, Suite 600  
 Tacoma, WA 98402

#### New England Office

35 Spaulding Street, 1<sup>st</sup> Floor  
 Everett, MA 02149

#### 4LEAF Consulting, LLC

125 E. Reno Ave. Suite 3  
 Las Vegas, NV 89119

During the past 24 years, 4LEAF’s reputation for technical excellence and corporate integrity has allowed us to grow our staff and expand our services into new geographic areas, including our Santa Rosa, Monterey, Newport Beach, and San Bernadino offices. We currently have multiple offices located throughout California, Nevada, Washington and New England and a staff of more than 400 certified and licensed Engineers, Architects, Resident Engineers, Construction Managers, Inspectors, and administrative staff available to serve our clients.

We will staff this project out of our Bay Area headquarters in Pleasanton.

### 4LEAF KNOWLEDGE / CAPABILITIES

4LEAF has extensive experience performing our services for a variety of capital improvement program (CIP) projects such as **park renovations and improvements**, sanitary sewer improvements, storm drain improvements, waterline improvements, pump station upgrades, streetscape, pavement rehabilitation, sidewalk rehabilitation, curbs and gutters, ADA-compliant curb ramps, and accessibility improvements. We have performed CM and Inspection services for numerous parks and playground improvement projects throughout California, including several parks and playgrounds in the San Francisco Bay Area. Having worked with many public agencies and private owners, we know how to accomplish the roles of construction managers and inspectors on projects of all sizes, durations, and complexities from conception to completion. Procedures must be followed, and documentation must be maintained to properly document and close out a project. 4LEAF is dedicated to improving the effectiveness of our methodology that helps our clients achieve their goals. With this collective expertise, we will provide the City of South San Francisco (“City”) with reliable and trustworthy CM and Inspection services to support the City’s Orange Memorial Park Main Playground Replacement Project (“Project”).



4LEAF’s ability to provide successful CM and inspection services for park improvement projects rests on core strengths that ensure uninterrupted professional services, high-quality work, and efficient project delivery that includes:

- Providing staff with extensive experience successfully performing comparable work of similar size and scope.
- Providing staff and team members who are equipped with the knowledge, technical expertise, experience, resources, and support to handle dynamic projects of varying scale and complexity.
- Performing comprehensive processes and best practices that account for project needs and challenges, while providing solutions to mitigate risk and maximize efficiency.
- Maintaining well-organized and detailed documentation to ensure accountability and timely project progress.
- Providing clear communication with client representatives, relevant stakeholders, and the general public.

**BACKGROUND EXPERIENCE**

The following are some of the CM and inspection services 4LEAF provides:

- Perform Biddability / Constructability Reviews
- Coordinate and Chair Pre-Con and Weekly Meetings
- Review Baseline Schedules
- Perform Schedule Management
- Prepare Progress Status Reports
- Review Contract, Environmental and Permit Documents, & Laws and Regulations
- Perform On-Site Administration
- Project & Program Management, Contract Administration
- Review Submittals & Request for Information (RFIs)
- Review Progress Payments and Pay Applications
- Cursory Reviews of Contractor’s Certified Payroll
- Track Bid Item Quantities
- Review & Process Contract Change Order Requests (CCORs)
- Perform Construction Inspections
- Maintain Detailed Written and Photographic Records of Site Activities
- Monitor & Document Contractor’s Compliance with Project Contract, Permits, Health & Safety Plan
- Ensure Compliance with Environmental Regulations [Stormwater Pollution Prevention Plan (SWPPP), Erosion Control Plan (ECP), Best Management Practices (BMPs), etc.]
- Verify Contractor’s Compliance with the Approved Traffic Control Plans
- Provide On-Site Coordination with Utilities
- Coordinate Special Inspections and Material Testing
- Maintain Complete and Accurate Project Files in Accordance with State, Local and Federal Funding, Including Caltrans Local Assistance Procedures Manual (LAPM), When Required
- Provide Americans With Disabilities Act (ADA) / Building-Code Compliance
- Maintain Construction Red-Lined Copies of Drawings
- Track Equipment & Manpower
- Coordinate and Perform Commissioning Services
- Prepare Final Punch List
- Compile Project Closeout Documentation
- Review, Evaluate and Recommend Change Order Course of Action
- Coordinate with Various Project Stakeholders



4LEAF has experience providing CM and / or inspection services for the following types of projects:

- Water / Wastewater Treatment Facilities
- Pump Stations
- Creek & Channel Diversions
- Levees
- Culverts
- SS, Stormwater, and Water Conveyance Systems
- Environmental Remediation
- Roadways & Streetscapes
- Transportation Projects
- Traffic Signals / Streetlighting
- Bicycle & Pedestrian Facilities, Including Dedicated Bike Paths
- Sidewalks, Curbs, and Gutters
- Bridges
- Retaining Walls
- Trash Capture Systems
- Grading & Earthwork
- **Park and Recreation Facilities**
- Government / Municipal Facilities
- Biologically and Culturally Sensitive Areas
- Green Infrastructure (e.g., bioretention, bioswales, permeable paving)

The project descriptions provided on the following pages are examples of projects 4LEAF has worked on that are comparable in scope to the Orange Memorial Park Main Playground Replacement Project.

Please note that the contracting agency's Project Manager contact information is listed at the end of each respective project description. 4LEAF's Project Manager contact information for those projects is as follows:

- For California Department of Parks and Recreation: Bert Gross, P.E. – Vice President: [bgross@4leafinc.com](mailto:bgross@4leafinc.com) | (916) 965-0010
- For all others listed: Gene Barry, P.E. – Vice President: [gbarry@4leafinc.com](mailto:gbarry@4leafinc.com) | (925) 462-5959

**California Department of Parks and Recreation**



4LEAF currently provides CM and inspection services for this statewide on-call CM services contract. 4LEAF has provided CM and/or inspection services for more than 400 projects totaling more than \$750 million for the California DPR during multiple contract periods since 2003.

Our staff perform contractor oversight and on-site administration; cost estimating and planning; daily report preparation; contractor progress payments review; tracking of bid item quantities; baseline schedule reviews; coordination of activities between various project stakeholders; monitoring of the contractor's compliance with project contract and project specifications; review of submittals, supplements, and RFI submittals; preparation of detailed written and photo records of the site activities; and tracking of equipment and manpower.



The green arrows represent 4LEAF projects at State Parks.

Our parks projects include new construction or renovation of park roadways, bridges, paths, trails, utility upgrades, and facilities including visitor and education centers, restroom and bathing facilities, amphitheatres, entrance stations, historic sites and facilities, camping and picnic sites, cabins, and lodging facilities. Since all new or renovated elements in the parks must be ADA compliant, our staff is well-versed in ADA standards, recommendations, and regulations for compliance with accessibility laws. We are familiar with ADA circulation allowances, space allowances, and reach ranges while still providing safe maneuvering and access for the disabled. ***The following table includes a sample of State Parks projects for which 4LEAF provided CM and Inspection services.***

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>● Silverwood Lake SP - Water Main Replacement</li> <li>● Pismo State Beach Tenant Improvements</li> <li>● Malibu Lagoon SB – Lagoon Restoration</li> <li>● Morro Bay SP Campground &amp; Day Use</li> <li>● Mendocino Woodlands – Water System</li> <li>● Chino Hills SP – Entrance Road/Facilities</li> <li>● Big Basin Restroom ADA Upgrades</li> <li>● Pier Ave. Restroom Facility</li> <li>● Chino Hills SP – Visitor Center</li> <li>● Will Rogers SP Sewer System</li> <li>● Los Angeles State Historic Park Impr</li> <li>● Clear Lake SP Lift Station/Telemetry</li> <li>● Lake Perris SURCOM HVAC Replacement</li> <li>● San Luis Reservoir Water/Sewer Imp</li> <li>● Humboldt Redwoods Williams Grove ADA</li> </ul> | <ul style="list-style-type: none"> <li>● Silverwood Lake SP – WW Improvement</li> <li>● Mt. Diablo State Park – Roadway Safety Improvements</li> <li>● Carpinteria SB – ADA Improvements</li> <li>● Big Basin Restroom ADA Upgrades</li> <li>● Rehab of Crystal Cove Cottages</li> <li>● Seacliff Drainage System Repairs</li> <li>● Jack London Cottage Restoration</li> <li>● ADA Rehab Peak Area Mt. Tamalpais</li> <li>● Empire Mine Tunnel</li> <li>● Cardiff Constructability Review</li> <li>● Le Sage Restrooms</li> <li>● Rehab of Stanford Mansion Grounds</li> <li>● Sugar Pine Point ADA Improvements</li> <li>● Ocotillo Wells SVRA Maintenance Bldg</li> </ul> | <ul style="list-style-type: none"> <li>● Candlestick Point SP - Yosemite Slough</li> <li>● Angel Island Immigration Rehab</li> <li>● Seacliff State Beach Accessibility Upgrades</li> <li>● Calaveras Big Trees - Water System</li> <li>● Donner MSP - High Sierra Crossing Museum</li> <li>● Lake Perris - Septic Sys Improvements</li> <li>● Border Field SP Sediment Basins</li> <li>● Rehab Historic House Will Rogers</li> <li>● Parking Improvements Hearst Castle</li> <li>● Refugio Constructability Review</li> <li>● Eastshore Park Improvements</li> <li>● El Morro Trailer Park Operation</li> <li>● Sediment Basins Border Field</li> <li>● Pfeiffer Big Sur – Entrance Road</li> <li>● Portola Redwood State Park</li> <li>● Pismo SB Vehicle Wash Rack</li> </ul> |
|--|--|--|

**Client Name:** California Dept. of Parks and Recreation, Southern Service Center

**Client Contact:** Roger Cooper, Construction Manager  
 2797 Truxtun Road Barracks 26  
 San Diego, CA 92106

**Client Phone:** (619) 206-0489

**Email:** [Roger.Cooper@parks.ca.gov](mailto:Roger.Cooper@parks.ca.gov)

**Key Personnel**

Bert Gross, P.E. – Principal in Charge  
 Numerous Const. Mgrs. and Inspectors



## Central Park Playground Improvements Project

*City of San Mateo*

4LEAF is providing CM and Inspection services for the City of San Mateo Parks and Recreation Department’s \$8.5M Central Park Playground Improvements Project. The Project’s concept is to create a magical, forest-inspired space for imaginative play. The scope includes but is not limited to demolition, grading, tree preservation and protection of many heritage trees, removal of the existing playground equipment and restroom building, installation of customized playground equipment with resilient safety surfacing, a raised boardwalk system, a prefabricated turnkey restroom building, installation of site utilities, lighting system upgrades, pavements, picnic shelter, site furnishings, fencing, walls, landscaping, and irrigation. The Project also includes installing a new sanitary sewer line and tie-in to the City’s main trunk line within the Caltrans Right-of-Way on El Camino Real and utilizing horizontal drilling to install electrical conduit to tie into the existing PG&E transformer and avoid damaging the City’s baseball field.



**Services performed by 4LEAF and our Team firms included:**

- Performing CM services and coordinating and chairing weekly construction meetings.
- Providing daily status updates to the City’s Project Manager and various Parks Department staff.
- Managing all RFIs, submittals, contract change order requests, and approved contract change orders.
- Performing coordination with City staff for electrical service connections.
- Performing inspection services and monitoring / documenting contractor’s work for adherence to contract documents.
- Collecting and maintaining digital photographs of all daily construction activities.
- Maintaining thorough daily inspection reports and continual review of plans / specifications.
- Performing nesting bat and bird surveys of the project area prior to site demolition (4LEAF subconsultant WRA & Associates).
- Performing a hazardous materials building survey of the existing restroom building prior to demolition (4LEAF subconsultant Al Clancy & Associates).
- Performing Tree Management, Preservation, and Arborist services (4LEAF subconsultant Heartwood Arborists).
- Performing Materials Testing and Special Inspection services (4LEAF subconsultant CTS).
- Performing Playground Certified Safety Inspection and Surface Testing Services (4LEAF subconsultant BSAFE Playground Inspections).
- Performing Archeological and Paleontological Support Services (4LEAF subconsultant Chronicle Heritage).
- Documenting information related to manpower, equipment, and extra work.
- Continually monitoring the contractor’s traffic control measures.
- Providing accurately measured quantities and reviewing draft pay estimates submitted by the contractor and providing recommendations to City staff.
- Reporting all discrepancies requiring corrective actions to City staff and maintaining a red-lined set of project plans.
- Performing frequent communications with the contractor to review proposed work and schedule inspections.
- Developing "punch list" items and following up with corrective measures with the City’s staff.

**Client Name:** City of San Mateo Parks & Rec. Dept.  
**Client Contact:** King Leong, Sr. Project Manager  
**Client Phone:** (650) 522-7542  
**Client Email:** kleong@cityofsanmateo.org  
**Project Dates:** May 2025 – Present

**Key Personnel:**  
Gene Barry, P.E. – PIC / Project Manager  
Gopi Chandran – Construction Manager  
Alex Lavrov – Inspector  
Clayton Jones - Inspector



## East Hillsdale Park Improvement Project

City of San Mateo

4LEAF is providing CM and Inspection services for the City of San Mateo Parks and Recreation Department’s \$2.05M East Hillsdale Park Improvement Project. The Project’s scope includes but is not limited to demolition, grading, tree preservation and protection of many heritage trees, removal of the existing playground equipment, installation of new playground equipment with resilient safety surfacing, installation of new site utilities including potable water and storm drain, lighting system upgrade, pavement, and site furnishings.



### Services performed by 4LEAF and our Team firms included:

- Performing CM services and coordinating and chairing weekly construction meetings.
- Providing daily status updates to the City’s Project Manager and various Parks Department staff.
- Managing all RFIs, submittals, contract change order requests, and approved contract change orders.
- Coordination with PG&E for electrical service shutdown.
- Performing pre-construction site photo documentation and meeting.
- Performing inspection services and monitoring / documenting contractor’s work for adherence to contract documents.
- Collecting and maintaining digital photographs of all daily construction activities.
- Maintaining thorough daily inspection reports and continual review of plans / specifications.
- Performing Tree Management, Preservation, and Arborist services (4LEAF subconsultant Heartwood Arborists).
- Performing Materials Testing and Special Inspection services (4LEAF subconsultant CTS).
- Performing Playground Certified Safety Inspection and Surface Testing Services (4LEAF subconsultant BSAFE Playground Inspections).
- Documenting information related to manpower, equipment, and extra work.
- Continually monitoring the contractor’s traffic control measures.
- Providing accurately measured quantities and reviewing draft pay estimates submitted by contractor and providing recommendations to City staff.
- Reporting all discrepancies requiring corrective actions to City staff and maintaining red-lined set of project plans.
- Performing frequent communications with the contractor to review proposed work and schedule inspections.
- Developing "punch list" items and following up with corrective measures with the City’s staff.

**Client Name:** City of San Mateo Park & Rec. Dept.

**Client Contact:** King Leong, Sr. Project Manager

**Client Phone:** (650) 522-7542

**Client Email:** [kleong@cityofsanmateo.org](mailto:kleong@cityofsanmateo.org)

**Project Dates:** September 2025 – Present

**Key Personnel:**

Gene Barry, P.E. – PIC / Project Manager

Gopi Chandran – Construction Manager

Alex Lavrov – Inspector

Masood Sattari - Inspector



## All-Inclusive Playground at Jollyman Park Project

City of Cupertino

4LEAF provided CM and Inspection services for the City of Cupertino’s \$3.95M All-Inclusive Playground at Jollyman Park Project that was funded through the Santa Clara County All-Inclusive Playground Grant (AIPG) program. The project replaced and expanded the existing playground area in the southwest portion of Jollyman Park with a new all-inclusive play area and supporting facilities. The new park will support recreation and social interaction for people with autism, sensory challenges, cognitive, developmental, and physical disabilities, and those without special needs. The project involved demolition of existing playground facilities, installation of a new all-inclusive play area, associated play elements, picnic areas, fencing, a custom interactive art piece, pathways, landscaping, restroom, irrigation, and underground utilities. During construction, the City issued a design change order for installing 40 lineal feet of a new sanitary sewer lateral to connect the new restroom to the City’s sanitary sewer main along South Stelling Road. that was connected. In addition, the PG&E primary power conduit was installed using direct bore technique to avoid damaging heritage tree roots.



**Services performed by 4LEAF included:**

- Performing CM services and coordinating and chairing weekly meetings.
- Providing weekly status updates to the City’s CIP Manager.
- Managing all RFIs, submittals, contract change order requests, and approved contract change orders.
- Performing coordination with PG&E for electrical service connections.
- Performing inspection services and monitoring / documenting contractor’s work for adherence to contract documents.
- Collecting and maintaining digital photographs of all daily construction activities.
- Maintaining thorough daily inspection reports and continual review of plans/ specifications.
- Providing daily interface with City staff, property owners, contractor and subcontractors, design engineers, and multiple utility providers.
- Assisting the City and contractor in resolving site issues including utility conflicts, driveway and sidewalk conforms, field changes to design drawings, sanitary sewer line changes, PG&E primary power conduit pathway, managing changes in equipment orders, coordination with architect and design firm to issue design changes, etc.
- Coordinating all special inspections and materials testing performed by the City’s subconsultant.
- Documenting information related to manpower, equipment, and extra work.
- Continually monitoring the contractor’s traffic control to facilitate parking lot closures during several phases of the project.
- Providing accurately measured quantities and reviewing draft pay estimates submitted by contractor and providing recommendations to City staff.
- Reporting all discrepancies requiring corrective actions to City staff and maintaining red-lined set of project plans.
- Communicating frequently with the contractor to review proposed work and schedule inspections.
- Developing "punch list" items and following up with corrective measures with the City’s staff.



**Client Name:** City of Cupertino  
**Client Contact:** Susan Michaels, CIP Manager  
**Client Phone:** (408) 777-1328  
**Client Email:** susanm@cupertino.gov  
**Project Dates:** June 2024 – May 2025

**Key Personnel:**  
Gene Barry, P.E. – PIC / Project Manager  
Gopi Chandran – Construction Manager  
Chad Martin – Inspector  
Alex Lavrov – Inspector  
Clayton Jones – Inspector



## Wilson Park Basketball Court and Community Gardens Improvements Projects

*City of Cupertino*



4LEAF and our subconsultant, Butano Geotechnical Engineering, provided CM, Inspection, and Materials Testing and Special Inspection services for the City of Cupertino’s \$630K Wilson Park Basketball Improvements and Community Garden Improvements projects. The two adjacent projects were constructed concurrently by two different contractors. The Basketball project included performing lime treatment of court subgrade, court and adjacent walkway excavations, asbestos-containing pipe (ACP) remediation, paving and placement of concrete flatwork, storm drainage system modifications, installation of 10 ft. deep reinforced hoop footings, acrylic surfacing of the court, and landscape restoration (hydroseeding and irrigation adjustments). The Community Gardens project included installation of a new irrigation system, subgrade placement of geotextile fabric rodent entry, construction of new corrugated metal panel and wire mesh fencing, installation of 14 new planter boxes and two ADA-compliant planter boxes, site appurtenances (Tuff Shed, benches, garden table), vehicular and pedestrian concrete flatwork, AC paving, and landscaping. During construction, 4LEAF’s CM and Inspector engaged in regular and frequent communications with residents and parkgoers to assuage concerns and provide status updates as part of the City’s proactive outreach efforts.

**Services performed by 4LEAF included:**

- Performing CM services and coordinating and chairing weekly construction meetings.
- Managing all RFIs, submittals, potential change order requests, and contract change orders.
- Full-time inspection services and monitoring/documenting contractor’s work for adherence to contract documents.
- Maintaining thorough daily inspection reports and photo documentation.
- Providing extensive daily interface with City staff, adjoining property owners and park tenants, contractor and subcontractors, and design engineers.
- Assisting the City and contractor in resolving site issues including utility conflicts, unforeseen conditions such as ACP, field changes to design drawings, etc.
- Coordinating all special inspections and materials testing being performed by our subconsultant Butano.
- Documenting information related to manpower, equipment, and extra work.
- Continually monitoring the contractor’s erosion control and tree protection measures to ensure compliance with the project specifications.
- Providing accurate measured quantities and reviewing pay estimates submitted by contractor and providing recommendations to City staff for both projects.
- Reporting all discrepancies requiring corrective actions to City staff and maintaining red-lined set of plans.
- Frequent communications with the contractor to review proposed work and schedule inspections.
- Developing "punch list" items and following up with corrective measures with the City’s staff.



**Client Name:** City of Cupertino  
**Client Contact:** Susan Michaels, CIP Manager  
**Client Phone:** (408) 777-1328  
**Client Email:** [susanm@cupertino.gov](mailto:susanm@cupertino.gov)  
**Project Dates:** February – June 2023

**Key Personnel:**  
Gene Barry, P.E. – PIC / PM  
Chris Bryden – Construction Manager  
Josh Pickett – Construction Inspector



**Coyote Point Recreation Area East Promenade Rejuvenation Project**

**County of San Mateo**

Under 4LEAF’s on-call CM and Inspection contract with the San Mateo County Parks Department, 4LEAF and our subconsultants CTS, CCMI, and Al Clancy & Associates provided part-time Construction Management, full-time Construction Inspection, Special Inspection and Material Testing, Labor Compliance Monitoring, and Lead and Asbestos surveying services, respectively for this \$5.5M project.



**Construction included:**

- Constructing alterations to the shoreline and beach area facilities.
- Enhancing shoreline protection features.
- Constructing flood protection features.
- Creating a larger beach area.
- Demolishing existing restrooms and constructing new facilities.
- Installing new storm drain catch basins and pipelines, new water lines, and irrigation piping.
- Performing cement treatment and stabilization of on-site soils.
- Constructing new parking lots, stormwater detention basins, installing landscaping, and performing reconstruction of the eastern promenade area.

**Services performed by 4LEAF’s Team included:**

- Providing part-time CM services supporting the County’s PM.
- Providing daily inspections and documenting job-related activities.
- Monitoring and documenting the contractor’s work for adherence to contract plans and specifications.
- Coordinating with San Mateo Parks and Recreation staff.
- Monitoring the contractor’s storm water pollution prevention protection BMPs.
- Coordinating 4LEAF’s subconsultant, CTS, for special inspections and materials testing.
- Reporting all discrepancies requiring corrective actions to County of San Mateo staff.
- Reviewing contractor monthly pay requests and making recommendations for payment.
- Monitoring labor law compliance of the contractor and subcontractor’s certified payrolls monthly.
- Coordinating with San Mateo County Parks biologist for periodic inspections, ensuring contractor’s compliance during bird breeding/nesting season, and mitigating issues that may impact project progression.
- Coordinating and assisting with a lead- and asbestos-containing material survey that was performed by a 4LEAF subconsultant. Assisting with developing suitable remedial action in a timely manner.



**Client Name:** County of San Mateo  
**Client Contact:** Michelle Manalo, Associate Engineer  
**Client Address:** 555 County Center, 5<sup>th</sup> Floor  
 Redwood City, CA 94063  
**Client Phone:** (650) 599-1422  
**Client Email:** mmanalo@smcgov.org  
**Project Dates:** April 2021 – June 2022

**Key Personnel:**  
 Gene Barry, P.E. PIC / PM  
 Gopi Chandran – Part-time Construction Manager  
 Chris Bryden – Construction Representative  
 Mike Mousseau – Construction Inspector



## Wet Weather Equalization Basin Project

### City of Pacifica



4LEAF provided Project Management, Construction Management, and Inspection Services for the City of Pacifica’s \$22M Wet Weather Equalization (EQ) Basin project. 4LEAF also provided Project Management and Constructability Review services during the Geotechnical Investigation, Design, and California Environmental Quality Act (CEQA) Evaluation phases of the project. The project was constructed to eliminate capacity-related sanitary sewer overflows (SSOs) in the City’s sanitary sewer collection system during the rainy season. The project had two main elements: (1) a 2.1-million-

gallon-capacity rectangular-shaped EQ basin and (2) diversion structures and conveyance piping. **The project was selected as the “2020 Environmental Project of the Year by the San Francisco Section of the American Society of Civil Engineers (ASCE).”** The EQ Basin and pipelines were constructed adjacent to and within residential neighborhoods, and 4LEAF performed daily noise monitoring inside and adjacent to the project area and performed extensive public outreach. 4LEAF was responsible for coordination and ensuring contractor compliance of the CEQA Mitigation Monitoring and Reporting Plan as well as assisting in obtaining Addendums to the CEQA document.



### Construction began in June 2017 and included the following key construction activities:

- Drilling and sampling activities by 4LEAF to perform in-situ waste characterization of the 23,000 cubic yards (cy) of soil to be excavated and transported off-site for disposal by the contractor.
- Site demolition.
- Installation of wildlife exclusion fencing, stormwater best management practices (BMPs), and perimeter security fencing.
- Construction of a perimeter sound wall adjacent to nearby residences.
- Construction of a 3-foot-thick outer concrete cutoff wall (24 interconnected panels) to depths ranging between 50 and 70 feet below ground surface (bgs) around the perimeter of the EQ Basin structure.
- Installation and operation of a localized dewatering system during the construction of the EQ Basin structure.
- Installation of 72 micropiles to depths of 100+ feet bgs.
- Construction of a 5-foot-thick reinforced concrete mat slab and 2-foot-thick inner concrete liner wall (connected structurally to outer concrete slurry wall with 7,200 epoxy-coated steel dowels).
- Installation and commissioning of all mechanical piping, electrical conduit and wiring, motor control center bldg. w/PLC panel, discharge pumps, explosive-proof lighting, odor control piping, blowers, and GAC treatment vessel.
- Installing new and upgraded PG&E transformer.
- Restoration of parking lot, sidewalks, lighting, and bio-retention basins for surface stormwater runoff.
- Installation of approx. 200 feet of 36-inch-diameter steel casing using jack-and-bore techniques.
- Installation of 1,600 ft of fusion welded 24-inch-diameter HDPE gravity sanitary sewer conveyance piping using open trench, slip lining, CIPP, and directional drilling techniques.

**Client Name:** City of Pacifica  
**Client Contact:** Louis Sun, P.E., Deputy Director of Public Works  
**Client Phone:** (650) 738-4662  
**Client Email:** [lsun@pacificagov](mailto:lsun@pacificagov)  
**Project Dates:** Oct. 2015 – Feb. 2020

**Key Personnel:**  
Gene Barry, P.E. – Project Manager  
Gopi Chandran – Construction Manager  
Hassan Alkatib – Construction Inspector  
Mike Mousseau – Construction Inspector  
Robert Shipman – Construction Inspector

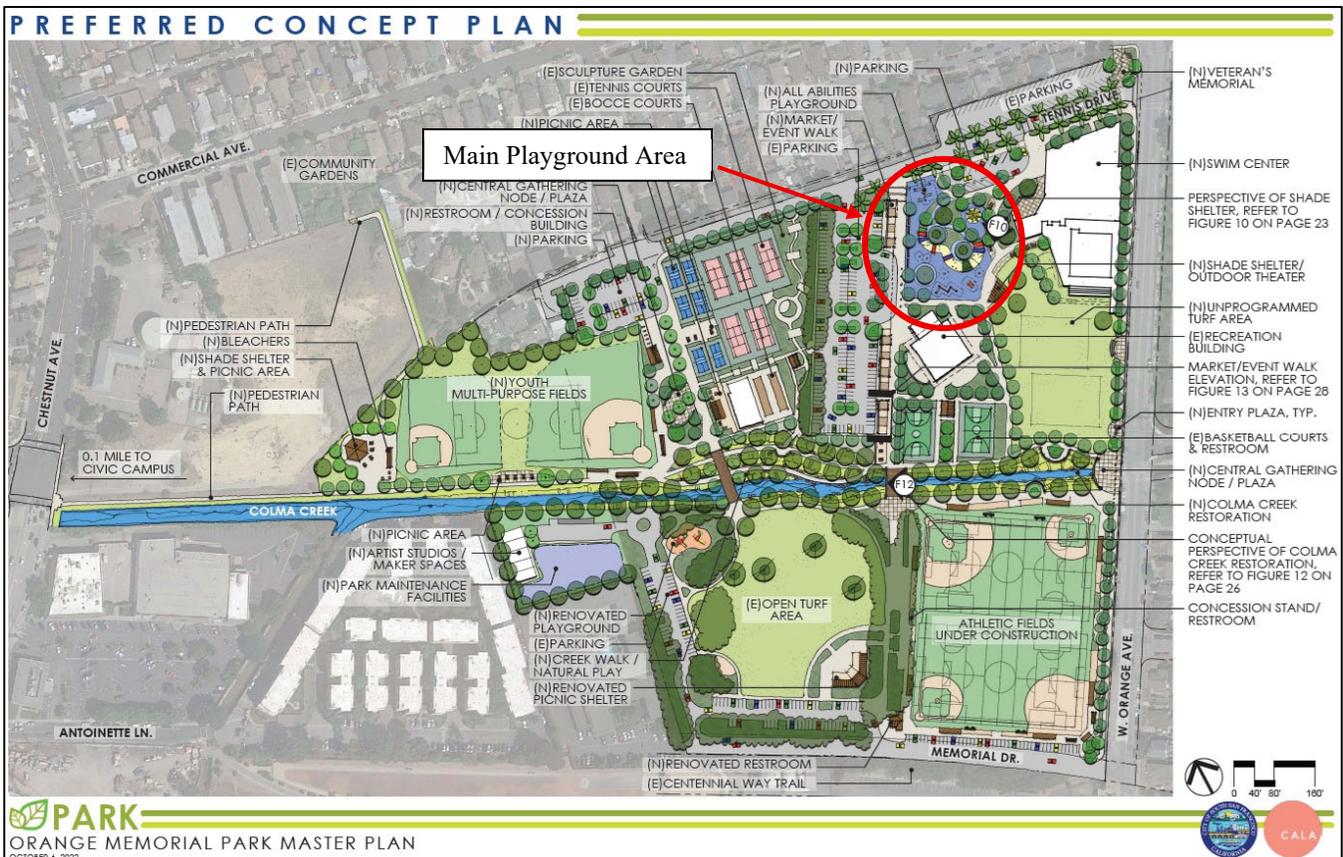
### SECTION 3: UNDERSTANDING OF THE PROJECT

Orange Memorial Park is one of the City’s largest and most widely used parks. The City updated the Orange Memorial Park Master Plan in February 2023 that included the following goals:

- Engage the community and stakeholders to better understand desired amenities and improvements.
- Develop a master plan to help guide future park improvements.
- Incorporate and study impacts of current and proposed projects within the park limits.
- Determine the best use of underutilized areas of the park including the former Old Mazzanti property

These goals were achieved through an extensive master planning process that is described in the updated 2023 Master Plan prepared by Callander Associates (“CALA”). To ensure the master plan was responsive to current community needs and desires, a series of meetings were organized to collect feedback from the public and stakeholders. Additional input was gathered through printed and online surveys.

The 2023 Master Plan identified the Preferred Concept Plan that separated Orange Memorial Park into five phased areas that include a mix of amenities from several proposed alternatives. The five areas were separated in a manner that allows items to be built independently of one another to the maximum extent possible so that the overall project could be constructed as monies become available.



The inclusion of “all ability play” as a component in the Preferred Concept Plan was critical to the community, stakeholders, City, and committees. 4LEAF understands that the services outlined under this RFP consist of performing CM and Inspection services for the planned improvements to the Orange Memorial Park Main Playground, which was last renovated in 2011. This Project will replace the old playground with modern state-of-the-art equipment and include an all-inclusive design to benefit all members of the community.



Our approach to providing CM and Inspection services will be to develop and maintain a collaborative approach with the City, other project stakeholders, and the local community. More than that, as your consultant, we understand that our role is to be an advocate on behalf of the City and represent the City's best interests. 4LEAF's team will function as an extension of City staff, seamlessly integrating with the personnel and practices established by the City while adding our expertise and experience from similar projects. 4LEAF has extensive experience performing CM and Inspection services for park improvement projects, in addition to our abundance of experience providing services on small-, medium-, and large-scale civil infrastructure construction projects. We are more than capable of adapting to dynamic situations and responding effectively to various issues that may spring forth during the entire course of a project. **We will manage each phase of the Project, including programming, planning, and design; pre-construction; advertising and awarding; construction; and post-construction.**

#### **Proven Success Performing CM and Inspection Services for Park and Playground Improvement Projects.**

Earlier this year, we successfully completed a similar all-inclusive / all-abilities playground replacement for the **City of Cupertino's Jollyman All-Inclusive Park**, and we're currently performing CM and Inspection services for two other playground projects in the City of San Mateo. We have developed a strong understanding of current best practices in completing these types of projects. Detailed descriptions of these projects are provided in the preceding section.

#### **Proven Success Managing Civil Infrastructure Projects Through All Phases.**

4LEAF has experience managing all tasks described in the RFP's Scope of Services. For example, we performed PM, CM, and Inspection services for the **City of Pacifica's Wet Weather Equalization (EQ) Basin Project**. The EQ Basin project began in October 2015 with a programming, planning, and design phase very similar to what is described in the City's RFP for Orange Memorial Park. We assisted the City of Pacifica with defining the scope, developing a PM plan and project schedule, and defining roles and key tasks. 4LEAF helped develop the RFPs for geotechnical, engineering design, and CEQA services for the project, and assisted the City in selecting the geotechnical, engineering design, and CEQA subconsultants for the Project. 4LEAF staff helped prepare and give presentations and answer questions for City Planning Commission and City Council meetings that were open to the public. Throughout the duration of the project, 4LEAF staff regularly continued assisting with other public outreach efforts. The EQ Basin and conveyance pipelines were constructed in close proximity to residential neighborhoods and our team routinely responded to resident's questions and concerns about the construction activities.

4LEAF held regular meetings with the geotechnical, engineering design, and CEQA consultants during the design phase and performed constructability reviews of the 30%, 65%, 95%, and 100% submittal packages. 4LEAF worked with the design team to advertise the project to potential bidders (contractors), held a pre-bid conference, assisted with reviewing and evaluating contractor bids, and making recommendations for project award.

4LEAF provided CM and Inspection services throughout the construction phase. The full details of construction activities can be found in our EQ Basin Project description in the previous section of this proposal. Broadly speaking, our CM duties entailed managing the construction project, maintaining construction documents, providing the client with status updates, and processing invoices, evaluating and processing approved change orders, processing RFIs and submittals, and reviewing and making recommendations for payment of contractor progress payments. We managed the activities of our subconsultant team firms, who performed special inspections and materials testing, biological assessment services, and biological survey and monitoring services. 4LEAF's Construction Inspectors performed daily observation and inspection of the work. They completed daily inspection reports, took progress photos, verified materials and quantities, and performed other tasks to guard the client against defects and deficiencies in the contractor's work. Our team ensured that the contractor's work complied with the contract documents. 4LEAF was also responsible for coordinating and ensuring contractor compliance with CEQA Mitigation Monitoring.

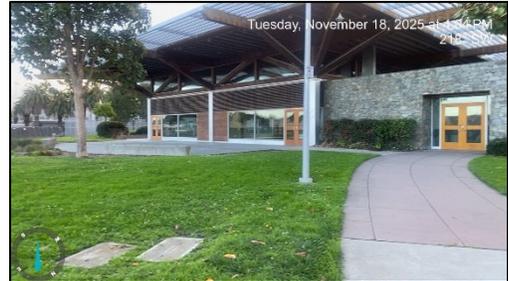
The EQ Basin Project was nominated and recognized for two awards:

- 2020 American Public Works Association – Silicon Valley Section, Project of the Year
- 2020 American Society of Civil Engineers – San Francisco Section, Environmental Project of the Year

### Potential Challenges and Solutions for the Orange Memorial Park Main Playground Replacement Project

With our recent experience performing playground replacement projects, we have a strong understanding of the challenges and issues that may arise. However, we also have plans and solutions in place to address these potential challenges.

- Minimizing the Project’s impact on the rest of the park. Orange Memorial Park is one of the City’s largest and most-used parks, attracting numerous visitors and hosting a variety of community programs and special events throughout the year. We recognize that construction work to replace the main playground could impact the surrounding areas of the park, such as the Joseph A. Fernekes Building and the new Aquatic Center. Furthermore, we recognize that there is a possibility that the Aquatic Center could still be under construction when the Main Playground Replacement Project begins, so it would be important not to have any logistical conflicts with any other nearby construction. The contractor will be required to provide a site logistics plan which gives detailed information regarding how construction vehicles will enter the job site, where materials and equipment will be placed and secured, the location of a temporary construction debris and waste accumulation zone, and other logistical information. The contractor will be required to set up appropriate barriers and signage to provide clarity and safety for park visitors so that people are aware of which paths they can walk through safely to avoid the active job site. Our on-site construction inspector will ensure contractor compliance.
- Managing procurement. Some items or materials may have long lead-times. However, with our recent and ongoing familiarity with park replacement projects, we have knowledge of procurement timelines, especially as they pertain to the materials needed in these types of projects. Our construction manager will regularly communicate with the contractor to confirm they submit the necessary purchase orders in advance, with plenty of lead time, to ensure that the Project remains on schedule.
- Regularly communicating with the design team to confirm that public outreach efforts are appropriately promoted so that the community has a chance to be alerted and aware of news, updates, and other communications. 4LEAF has experience assisting with public outreach using websites, surveys, fact sheets, and being available at City Council meetings, community meetings, open houses, and popup events.
- When construction equipment and materials are transported to or from the construction site, we will ensure that the contractor complies with the approved Traffic Control Plan and maintains appropriate signage and flagging personnel. We will seek to minimize disruptions for visitors and maximize safety.







## **PRE-CONSTRUCTION SERVICES**

During the pre-construction phase, 4LEAF will review project plans, timelines and schedules, specifications, reports, and permits. After a thorough review and analysis, 4LEAF will provide a list of items to the City Project Manager regarding potential conflicts and constructability issues. We propose constructability reviews at the 60%, 95%, and 100% PS&E submittals to identify and confirm consistency between the plans, specifications, and estimates. Thorough constructability reviews encompass an “office to field” translation of the plans and specifications. This can mitigate many issues by catching them before they are encountered in the field.

4LEAF will also arrange and chair routine project meetings with the City, the design team, and various project stakeholders to discuss all pertinent issues related to the Project. Through accomplishing these tasks, broad strokes are transformed into specific details. The pre-construction tasks refine initial project ideas into concrete plans so that by the time the project reaches the advertise and award phase, the bid package will be clear, accurate, and as technically precise as possible. All of the meticulous work completed during pre-construction will help the construction phase maintain its schedule and budget while delivering the quality specified in the project plans.

## **ADVERTISE AND AWARD SERVICES**

4LEAF will assist the City during the Project’s public bidding and award phase. 4LEAF will use the City’s Procure Now software to advertise the Project in accordance with all applicable regulations. 4LEAF will hold a pre-bid conference for prospective contractors (including preparing the agenda, maintaining sign-in sheets, and preparing meeting minutes). We will collaborate with the City and the City’s design consultant to prepare responses and clarifications to bidder questions concerning the plans, specifications, and estimates. We will also prepare addendums as necessary. We will assist the City during bid opening by reviewing and evaluating the bids, and conferring with the City, and we will help the City prepare a recommendation and presentation to the City Council to award the construction of the project. In addition, 4LEAF can assist the City with issuing the notice to proceed (NTP), help the City coordinate the pre-purchase of any long lead-time materials or equipment, and aid the City with other tasks as necessary.

## **CM SERVICES DURING CONSTRUCTION**

4LEAF’s assigned staff will work with the City to run an efficient and quality project.

### **Pre-Construction Meeting**

The 4LEAF team will conduct a pre-construction meeting with the Project team including City staff, the design consultant, the contractor and subcontractors, and other project stakeholders. A draft meeting agenda will be provided to the City and the final agenda distributed to meeting invitees prior to the meeting. Topics to be discussed at the pre-construction conference will include but not be limited to:

- Performing introductions and identifying roles / responsibilities. Circulate a sign-in sheet for completing names, company names, phone numbers, fax numbers, and email addresses of all attendees for use in generating the Project contact list.
- Discussing Project communication protocols for the project team and with the public.
- Identifying the lines of communication and authority for the City, 4LEAF’s team, the City’s design consultant, contractors, subcontractors, regulatory agencies, and other project stakeholders.
- Discussing health and safety protocols and expectations and stressing the importance of establishing a collaborative role for every worker onsite to maintain the public’s safety.
- Reviewing the status of any regulatory permits and identifying the responsible party(s) for completing if necessary.
- Discussing the process and time frames for submitting RFIs, submittals, transmittals, and change order requests, etc.



- Discussing the procedures for attaining temporary facilities that will be provided by the contractor (e.g., water and sanitary facilities).
- Discussing allowable work hours and procedures for public work notices and discuss the project signage that will need to be installed. Stress that the contractor shall minimize public disruptions to the park to the extent possible.
- Discussing the contractor's Baseline Critical Path Method (CPM) Schedule. 4LEAF will require that the contractor provide a copy of the Baseline CPM Schedule several days prior to the pre-construction meeting so that it can be reviewed in advance of the meeting.
- Discussing required contractor early submittals including but not limited to [e.g., traffic control plan, tree protection plan (if necessary), health and safety plan (HASp), stormwater pollution prevention plan (SWPPP) or erosion control plan (ECP), contractor's work plan (including their proposed phasing plan, excavation and shoring plan, staging plan / information about where the contractor may stage equipment and materials to be used, etc.)].
- Discussing procedures for submitting and approving the contractor's pay requests and anticipated dates pay requests are typically paid by the City (e.g., 2nd Tuesday of every month, etc.).
- Discussing the necessary coordination with other projects that may be under construction within proximity of the Project, such as the new Aquatic Center (if construction times overlap).
- Discussing the process for requesting special inspections and materials testing and identifying any off-site fabrication or material supplier inspections.
- Identify the status of notifications made to underground utilities and protocols for submitting notices to Underground Service Alert (USA).
- Discussing construction staking and quality control.
- Discussing mobilization and any additional issues that need to be resolved before work commences.
- Preparing and distributing meeting minutes.

### CM Services During Construction

Our part-time Construction Manager will use the City's preferred e-Builder program to manage the Project, maintain construction documents, provide status updates, and process invoices, change orders, RFIs, and progress payments. The following represents the general duties for providing CM services during construction.

- Coordinate, chair, and attend all weekly construction meetings.
- Review contractor's baseline construction schedule and subsequent updates to ensure all the controlling operation's durations, critical path, and order of work follow a logical sequence to the project completion. Perform schedule analysis to determine impact of weather and change orders.
- Compare the actual progress to the contractor's schedule to detect any potential delays and review the contractor's plan to recover and maintain progress. Any schedule slippage will be reported to the City's Project Manager.
- Meet with contractor to review proposed work and schedule inspections.
- Maintain effective communication with all project stakeholders (City, contractor, public, consultants, etc.). We will provide bi-weekly updates on construction progress, key issues, and schedule status in a memo that can be shared with City departments and the City Council.
- Prepare and submit a monthly progress report to the City's Project Manager describing key issues, cost status, and schedule status.
- Ensure that the construction is coordinated properly with all stakeholders and community members.
- Respond to public inquiries, concerns, and complaints regarding the Project.
- Adhere to the City's QAP to ensure that the materials incorporated into the construction project conform to the contract specifications. 4LEAF will ensure that the project will have the quality assurance documents on file, organized, and indexed per the QAP manual's instructions.



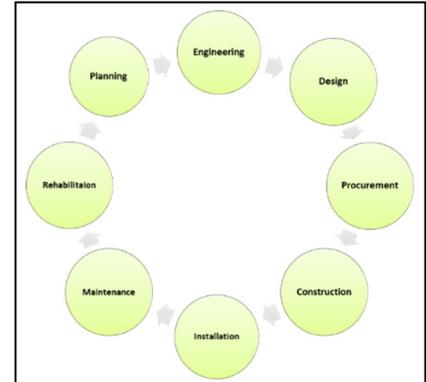
- Work with the City to obtain any necessary permits for the implementation of the Project. This includes dealing with the City's building or planning department to verify that all needed permits have been obtained and are on file.
- Implement and maintain quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones. 4LEAF has a quality assurance / quality control (QA /QC) plan which we will implement for the Project.
- During construction, make on-site visits.
- Review material submittals, shop drawings, and test results.
- Coordinate with utilities for potential conflicts.
- Prepare weekly statement of working days.
- Prepare and submit weekly / monthly progress status reports.
- Review contracts, and any environmental and permit documents, ensuring adherence to local, state, and federal laws and regulations.
- Receive and process submittals, RFIs, and project correspondence. As needed, coordinate with the City, the design engineer, contractor, and any other relevant parties to discuss and resolve RFIs.
- Maintain project files and logs including submittals, RFIs, change order requests, design changes, etc.
- Review / process contractor progress payments and make recommendations for payment, change order requests, and responses to correspondences.
- Provide as-needed cost accounting records, budget reviews, comparison of actual and planned expenditures, forecast of future expenditures, and monthly summary reports.
- Maintain written progress of quantities measured for each bid item.
- Confirm with contractor that they are submitting certified payroll information to the State Department of Industrial Relations (DIR) web site. Perform spot checks of their certified payroll as part of monthly pay applications.
- Document any extra or force account work.
- Review and evaluate all change order claims and make recommendations to City staff. Perform change order analysis and review logs of proposed change orders, change order quotations, negotiated change order costs, time extensions, processing final negotiated change orders, and the effect of approved change orders in progress payment breakdowns.
- Assist the design engineer with claims management support and in preparing accompanying recommendations as needed, and forward to the City Project Manager for review and approval.
- Review additional compensation claims. Assist with claims administration, including coordinating and monitoring claims response preparation, logging claims, and tracking status.
- Collect delivery records and certificates of compliance.
- Document and report all discrepancies requiring corrective actions to City staff.
- Confirm the contractor's Qualified SWPPP Practitioner (QSP) is performing necessary inspections, documentation, and sampling as required by the State of California General Permit and the project's SWPPP or ECP.
- Monitor contractor's general compliance with its safety program and advise the City of observed deficiencies.
- Manage and perform as-needed environmental compliance monitoring (biological, archeological, cultural, etc.). Biological, archeological, and cultural compliance monitoring may be performed by a 4LEAF subconsultant (if requested).
- Confirm adherence to all permitting requirements.
- Coordinate, schedule, and oversee special inspections and materials testing with the project's materials inspection and testing consultant.
- Maintain test reports and logs of any verification tests performed.
- Develop and oversee punch list towards project completion.



- Recommend acceptance of the work when it is satisfactorily completed. Track non-compliant work separately until work is satisfactorily completed and accepted.
- Issue code violation notices as appropriate.
- Prepare and submit final closeout documentation.

We understand that an effective **QA / QC Plan** is necessary to deliver a quality project and that the plan has a place in each stage of the project's life. The accompanying graphic illustrates how QA and QC are at the heart of a project.

We believe that quality must be maintained as the ultimate priority of every person involved in a project. Without quality, the other elements of the project simply do not matter. We agree with the definition of an effective Quality Management System as "not just one where good products and services are delivered;" rather, an effective Quality Management System is one that continuously seeks to improve the products and services being delivered and the delivery processes used by the organization. 4LEAF's commitment to the City is that we will work alongside you to implement project-specific QA and QC procedures that will not only meet but will surpass project quality standards.



- We will ensure the contractor is in compliance with the Project's contract documents at all times.
- We will monitor and assist with QA deviations and non-compliance actions until resolved.
- We will systematically and continually review inspection procedures and activities for compliance.
- We will implement and maintain effective procedures to ensure that all construction work complies with the requirements of the construction contract.
- Our QA program will emphasize both preventative and verification activities. We will conduct and formally document verification processes, including both daily and weekly review of documents and maintenance of checklists and / or logs for control of documentation.
- We will provide inventory control for any owner-furnished equipment or materials, including logging in equipment, conducting inspections, verifying materials and quantities, material disbursement and equipment log out.
- We will oversee construction contractors' testing, including frequency of tests and retests, and we will verify that the results meet the Project's contract documents.
- We will maintain test reports and logs for verification of tests performed.
- We will maintain a non-compliance report (NCR) / log and verify resolution of all issues.

### Construction Observation / Inspection Services

Once construction begins, and throughout the duration of construction, 4LEAF's full-time Construction Inspector will perform on-site inspections to check the quality and quantity of the work performed by all trades and guard the City against defects and deficiencies in the work by the contractor. The following represents the general responsibilities for providing Inspection services:

- Provide daily construction inspection and documentation duties for all job-related activities.
- Monitor and document contractor's work for adherence to contract plans and specifications as well as their site logistics plan, traffic control plan, and health and safety plan.
- Collect daily digital photographs and provide continual review of plans and specifications. Progress photos and daily inspection reports will be archived on a regular basis. A baseline condition will be established by photos and video before the start of construction. During schedule updates, delay analyses, and change order analysis, these photos can serve as a reference.
- Inspect materials and equipment upon delivery for compliance with construction contract documents.



- Review contractor record drawing markups and punch lists.
- Assist the City with monthly progress payment recommendations by making measurements of bid items on the project cost breakdown, checking the percent complete in the field, and assisting with Contractor meetings to resolve any discrepancies in percent complete.
- As appropriate, issue code violation notices.
- Coordinate with 4LEAF's Construction Manager and the general contractor for final inspection.

### POST-CONSTRUCTION PHASE

The post-construction and contract closeout phase consists of three distinct closeout elements: physical closeout, document closeout, and fiscal closeout. This phase will be overseen by 4LEAF's Construction Manager. Project deliverables are included below.

**Physical closeout** consists of a series of inspections performed to document that the work is complete to one of two levels: (1) Substantial Completion – when work, or a designated portion of the work, is sufficiently complete that the client or the public may utilize it; or (2) Final Completion – acceptance by the client that the project is completed in full. Applicable certificates will be issued at each stage of completion, and punch lists will be updated during each inspection.

**Document closeout** is the process of assembling and transferring the required contract files from 4LEAF to the City when the contract is complete. Documents typically include project correspondence, change orders, change notices, RFIs, submittals, warranties, and claims. 4LEAF will prepare a submittal that includes all the necessary documents and provide a hard copy and electronic copy of the report to the City. 4LEAF's Inspector will compare their red-lined markups of the plans with the contractor's red-lined markups and will submit a reconciled set to the designer of record to produce "as-built" drawings.

**Fiscal closeout** includes the review of contract administration (submittal log, RFI log, punch lists, etc.), accounting, and financial functions to confirm they are coordinated with physical closeout functions to ensure that no outstanding financial liability is present after the final payments / retentions are made to the contractor. Assist in closing out any funding documentation.



## SECTION 5: PROPOSED STAFFING

4LEAF’s key staff proposed for the Project are based out of our Bay Area Corporate office in Pleasanton.

# Gene Barry, P.E.

## Principal-in-Charge

### Experience

- 32 years

### Registrations

- Registered Civil Engineer, California, No. 64174
- Registered Civil Engineer, Nevada, No. 017520

### Education

- B.S. Petroleum Engineering, 1986, Montana College of Mineral Sciences and Technology, Butte
- B.S., Physical Science/Physics, 1989, Montana State University, Bozeman

### Certifications

- California Qualified SWPPP Developer (QSD) / Qualified SWPPP Practitioner (QSP), No. 20145
- Nevada Certified Environmental Manager (CEM), No. 2136
- 40-hour OSHA HAZWOPER, including 8-hour annual refreshers
- OSHA HAZWOPER Supervisor

### Affiliations

- Member, American Society of Civil Engineers
- Member, Construction Management Association of America

### Experience Summary

Gene has more than 32 years of engineering and project management experience. He has experience as a project manager, construction manager, environmental engineer, field engineer, construction surveyor, soils tester, and quality assurance inspector. His experience includes performing constructability reviews, developing work plans, reviewing plans and specifications and monitoring contractor’s conformance with the project scope of work, developing and monitoring project schedules, establishing project scopes of work, performing bid evaluation and cost-benefit analyses, preparing and evaluating detailed cost estimates, and monitoring project budgets. Gene is a California Qualified SWPPP Developer (QSD), has extensive experience preparing stormwater pollution prevention plans (SWPPP), and is very knowledgeable regarding the State of California’s General Construction Permit for stormwater discharges.

### Summary of Select Professional Experience

Gene has performed as 4LEAF’s Principal-in-Charge / Project Manager on numerous CIP projects including:

- City of San Mateo - \$8.5M Central Park Playground Improvements Project.
- City of San Mateo - \$2.05M East Hillsdale Park Playground Improvements Project.
- City of Cupertino - \$3.95M All-Inclusive Playground at Jollyman Park Project
- City of Pacifica – \$22M Wet Weather Flow Equalization Basin Project.
- City of Cupertino – \$1.4M De Anza Blvd / McClellan Road / Pacific Drive Intersection Improvements Project.
- County of San Mateo Public Works Department – \$12M Tunitas Beach Creek Landslide Repair and Site Improvement Project.



- City of Menlo Park - \$10.5M Chrysler Pump Station Upgrade Project.
- City of San Mateo Public Works Department - \$30M North Shoreview Flood Improvement Project.
- City of Cupertino – \$1.5M Regnart Road Improvements Project, Phase 1.
- City of Menlo Park – \$1.97M CY 2023 Streets Resurfacing Project.
- City of Daly City – \$1.5M Mussel Rock Gabion Wall and Stormwater Maintenance Project.
- City of Sacramento Utilities District – \$35M McKinley Water Vault Project.
- City of Pacifica - \$2.1M Balboa Way Repairs Project.
- City of Cupertino - \$450M Apple Campus 2 Offsite Public Works Mitigation Projects.
- County of San Mateo Public Works Department – \$5.5M Coyote Point Recreation Area East Promenade Rejuvenation Project.
- Alameda County Water District – \$12M Alvarado-Niles Pipeline Seismic Improvement Project.
- County of San Mateo Public Works Department – \$650,000 Higgins Canyon Bridge Embankment and Wingwall Repairs Project.
- City of Pacifica CY 2019 – 2020 Slurry Seal Rehabilitation Project.
- City of Cupertino – \$2M Orange Ave. Sidewalk Repair and Pedestrian Improvements Project.
- City of Watsonville \$3.25M Green Valley and Freedom Blvd Water and Sanitary Sewer Line Improvements Project.
- City of Los Altos – Fremont Ave. Street Rehabilitation Project.
- City of Gilroy – \$6M First Street Waterline Replacement Project.
- City of Cupertino - \$630,000 Wilson Park Renovation Projects.
- City of Walnut Creek – \$8.5M Geary Road Improvements Project, Phase 3.
- City of Los Altos – CY 2018 and 2020 Street Resurfacing Projects.
- City of Burlingame – \$7M California Ave. and Oak Grove Sanitary Sewer Rehabilitation Project.
- University of California Berkeley – \$20M Richmond Field Station Remediation Projects.
- City of Burlingame - \$8M Downtown Burlingame Ave. Area Utility Improvements Project.
- City of Gilroy - \$1.6M Downtown Monterey Road Pavement Rehabilitation Project.



# Gopi Chandran

## Project / Construction Manager

### Experience

- 30 years

### Experience with 4LEAF

- 8 years

### Education

- BS Civil Engineering, University of Texas at El Paso, Texas, May 1989
- MS Civil Engineering, University of Texas at El Paso, Texas, July 1991

### Licenses

- California A Contractor License - inactive

### Experience Summary

Gopi has Bachelor of Science and Master of Science degrees in Civil Engineering and formerly held a California A Contractor’s license. For more than 30 years, Gopi has worked as a Construction Manager, Project Manager, Office Engineer, and general contractor on a variety of small-, medium-, and large-scale CIP projects including underground utilities (water, storm, sanitary sewer, electrical, and communications) using a variety of construction methods; earthwork, grading, and shoring; roadway repairs; streetscapes; sidewalks, curbs, and gutters; traffic improvements; water and stormwater pump stations; landscaping improvements; medium-and high-voltage electrical system upgrades and commissioning; mechanical installations and commissioning; public park and playground improvements; photovoltaic systems, and

environmental remediation. These projects include city and county facilities, DOD facilities, energy sector (PG&E, SoCal Edison, SMUD, SDG&E, and major oil petroleum refineries), work within Caltrans’ right of way, and privately-owned properties. Gopi specializes in managing high-profile CIP projects requiring constructability reviews, extensive public outreach, maintaining close coordination with numerous public and private agencies, utility providers (e.g. PG&E; Comcast; AT&T; and municipally-owned electrical, natural gas, sanitary sewer, and water districts); managing projects with biological and cultural resource compliance requirements; and managing grant applications and reimbursements for a variety of funding sources (Federal aid, FEMA, Caltrans, CAL-OES, State of CA General Fund, and local bond measures).

### Select Professional Experience

#### City of San Mateo

#### Central Park Playground Improvements Project

#### *Construction Manager*

Gopi is 4LEAF’s Construction Manager for this \$8.5M playground improvements project to upgrade the City’s crown jewel park and create a magical, forest-inspired space for imaginative play. The project consists of demolition, grading, tree preservation and protection of many heritage trees, removal of the existing playground equipment and restroom building, installation of customized playground equipment with resilient safety surfacing, a raised boardwalk system, a prefabricated turnkey restroom building, installation of site utilities, lighting system upgrade, pavements, picnic shelter, site furnishings, fencing, walls, landscaping, and irrigation. The project also includes installing a new sanitary sewer line and tie-in to the City’s main trunk line within the Caltrans Right-of-Way on El Camino Real.

**City of San Mateo Parks and Recreation Department  
East Hillsdale Park Playground Improvements Project*****Construction Manager***

Gopi is 4LEAF's Construction Manager for this \$2.05M project to upgrade the park's infrastructure and playground equipment. The project includes performing demolition, grading, tree preservation and protection of many heritage trees, removal of the existing playground equipment, installation of new playground equipment with resilient safety surfacing, installation of new site utilities including potable water and storm drain, lighting system upgrade, pavement and site furnishings.

**City of Cupertino****All-Inclusive Playground at Jollyman Park Project*****Construction Manager***

Gopi was 4LEAF's Construction Manager for this \$3.95M project that was funded through the Santa Clara County All-Inclusive Playground Grant (AIPG) program. The project replaced and expanded the existing playground area in the southwest portion of Jollyman Park with a new all-inclusive play area and supporting facilities. The new park will support recreation and social interaction for people with autism, sensory challenges, cognitive, developmental, and physical disabilities, and those without special needs. The project involved demolition of existing playground facilities, installation of a new all-inclusive play area, associated play elements, picnic areas, fencing, a custom interactive art piece, pathways, landscaping, restroom, irrigation, and underground utilities. During construction, the City issued a design change order for installing 40 lineal feet of a new sanitary sewer lateral to connect the new restroom to the City's sanitary sewer main along South Stelling Road. In addition, the PG&E primary power conduit was installed using direct bore technique to avoid damaging heritage tree roots.

**City of Pacifica****Wet Weather Flow Equalization Basin Project*****Construction Manager***

Gopi was 4LEAF's Construction Manager for this \$22M project which included a new 2.1-million-gallon wet weather equalization basin that was constructed to prevent discharge of untreated stormwater and sanitary sewer from the City's sanitary sewer collection and conveyance system during peak storm events. Key components of the project included construction of a perimeter 3-foot-wide slurry cutoff wall to between 60 and 70 feet below ground surface (bgs); excavation of 23,000 cubic yards (cy) of soil to 50 feet bgs; installation of 70 micropiles, installation of temporary structural bracing during the excavation phase; construction of a 2-ft-thick concrete inner liner wall; installation of mechanical, electrical, and piping components; installation of 1,400 feet of 24-inch HDPE pipe and construction of two diversion structures; and bore and jack drilling of 200 feet of piping through existing easements between two residential homes. The project included extensive public outreach activities, and all work was performed in compliance with the Mitigation Monitoring Reporting Program as required by the Mitigative Negative Declaration (MND) document prepared in accordance with the California Environmental Quality Act (CEQA).

**City of Menlo Park****Chrysler Pump Station*****Construction Manager***

Gopi was 4LEAF's Construction Manager for this \$10.5 M project that included constructing a new stormwater pumping facility including an underground wet well, a pump and motor room, electrical control room, engine/generator room, pumping equipment, electrical equipment and controls, automatic standby diesel engine generator with integral fuel tank, on-site storm drain improvements, water and fire protection services, site grading, demolition of old pump station, and driveway and pavement improvements. The project required extensive coordination with PG&E for the relocation of electrical switchgear and a transformer. The Chrysler Pump Station is located immediately adjacent to META's main campus which requires special considerations to minimize impacts to the adjacent buildings and inhabitants. The project is partially funded through a \$5M grant from the



Federal Emergency Management Agency (FEMA) through the Cal Office of Emergency Services (OES) and required compliance with federal grant requirements.

### **Mid Peninsula Water District**

#### **Old County Road Waterline Improvements Project – Phase 1**

##### ***Construction Manager***

Gopi was 4LEAF's Construction Manager for this \$4.5M project that consisted of replacing approximately 3,200 linear feet of 4- and 8-inch cast iron (CI) and 20-inch concrete cylinder pipe (CCP) transmission lines with construction dating back to the 1930s with new 8- and 20-inch polyvinyl chlorinated (PVC) pipe along Old County Road between Ralston Avenue and F Street, and a separate 450-foot section along Ralston Avenue between Old County Road and Elmer Street. The project included demolition and abandonment of existing pipe and the installation of new pipe, fittings, valves, fire hydrants, copper domestic service laterals, and reconnection of fire services to the new water main. Most of the work was being performed at night to accommodate necessary lane closures for construction. Gopi was a member of 4LEAF's team that performed constructability reviews of the 30%, 60%, 95%, and 100% PS&E packages.

### **City of San Mateo Public Works Department**

#### **North Shoreview Flood Improvement Project**

##### ***Construction Manager***

Gopi was 4LEAF's Construction Manager for this \$30M project that included raising a 1,300-foot levee segment between the San Mateo and Burlingame border off of Airport Boulevard and adjacent to the Peninsula Humane Society; constructing two new CMU pump station buildings including deep-foundation upgrades; installing new wet wells and trash racks; installing new electrical controls, SCADA, and PG&E transformers; installing backup power generators and Tier 4 emission components; installing new pump station outfalls to the SF Bay; and installing high-capacity pumps to increase the pumping capacity to 150,000 gpm at each of the Coyote Point and Poplar Avenue pump stations; updating electrical controls, correcting structural deficiencies; installing backup power generation; managing commissioning and startup of the two pump stations; installing trash capture devices; and constructing a temporary detour segment of the Bay Trail around the project locations and through the North Shoreview Neighborhood. Gopi managed 4LEAF's Team of sub-consultants performing biological surveys and monitoring, cultural resource monitoring, and materials testing and special inspections. Gopi also coordinated with PG&E and other 3<sup>rd</sup>-party project stakeholders and managed the project's grant reimbursement program. Due to construction within the Bay and forebay, various agency permits were obtained including the Bay Conservation and Development Commission (BCDC), a California Department of Fish & Wildlife (CDFW) Lake and Streambed Alteration Agreement, the California Regional Water Quality Control Board (RWQCB), and the United States Army Corps of Engineers (USACE). Upon completion of the project, more than 2,000 homeowners in surrounding neighborhoods will apply for a Federal Emergency Management Agency (FEMA) flood insurance exemption. Final site mitigation included installing a riparian mitigation area along the permanently altered streambed.

### **City of Sacramento Utilities Department**

#### **McKinley Water Vault Project**

##### ***Project Manager***

Gopi was 4LEAF's Project Manager of 4LEAF's Team providing Project Management, Construction Management, and Inspection Services for the City of Sacramento Utility Department's \$35M Water Vault project. The project was constructed to eliminate capacity-related sanitary sewer overflows (SSOs) in the City's combined storm and sanitary sewer collection system during the rainy season. The project has three main elements: (1) a 6-million-gallon-capacity rectangular-shaped underground water storage vault, (2) diversion structures and conveyance piping, and (3) upgrades to the existing park infrastructure including a new public restroom facility, upgraded jogging paths, and new sports field. The water vault and pipelines were constructed within McKinley Park and adjacent to established residential neighborhoods. 4LEAF's Team was tasked with coordinating public outreach



and maintaining public relations in conjunction with the City of Sacramento. 4LEAF also coordinated and ensured the contractor remained compliant with the various environmental mitigation measures. McKinley Park remained open and utilized by the community during active construction.

## **City of Pacifica**

### **Balboa Way Repair Project**

#### ***Construction Manager***

Gopi was 4LEAF's Construction Manager for this \$2.2M project that included restoration of the entire extent of the residential area of Balboa Way between Anza Drive and Arguello Boulevard as well as private driveways. The project consisted of the replacement/repair of approximately 27,300 square feet (SF) of roadway asphalt, replacement of approximately 5,170 SF of sidewalk including curb and gutter, replacement of 10 private driveways, construction of four ADA curb ramps, replacement of approximately 630 lineal feet (LF) of 8-inch-diameter high-density polyethylene (HDPE) sanitary sewer pipe (SDR 17) by open trench, replacement of approximately 155 LF of 24-inch HDPE sanitary sewer pipe (SDR 17) by open trench, abandonment and relocation of approximately 720 LF of a 6-inch-diameter ductile iron water main line, replacement of approximately 90 LF of 18-inch reinforced concrete pipe (RCP) storm drain line with 18-inch HDPE (SDR 17) pipe by open trench, construction of three new sanitary sewer manholes, leak repair of seven existing sanitary sewer manholes, and re-establishing sanitary sewer lateral tie ins. Gopi worked closely with the Project's Design Team to address field design changes to address field conditions. The Project required extensive Public outreach and coordination with multiple City Departments and 3<sup>rd</sup>-party utility agencies and companies. All work was performed while meeting the health and safety requirements outlined in the San Mateo County Health Officer Order for COVID-19.

## **San Benito County On-Call Public Works Projects**

#### ***Project Manager / Engineer***

Gopi performed project management, cost estimating, field oversight, and inspection tasks on 4LEAF various projects including:

- **Pacheco Creek Levee Repair Project**  
Gopi provided on-site project and construction management and inspections, contractor coordination, and also managed stakeholder engagement. The project was a rapid response effort to repair and restore two levee breaches that occurred during the early 2017 storm season. In addition, Gopi was responsible for tracking budgets, addressing field change orders, approving additional scope, and ensuring that projects adhered to the technical requirements. Project budgets were approximately \$500,000.
- **Lovers Lane Road Restoration Project**  
Gopi provided initial project scoping efforts, coordination with FEMA for emergency and permanent restoration cost recovery, coordination with County Engineers to develop technical specifications and bids, and initial engineer estimates.
- Gopi inspected improvements within the Santana Ranch, Klauer, and Pacheco Creek Subdivisions, and PG&E Encroachment Permit Projects. Responsibilities included inspecting mass grading activities; the installation of storm drain inlets, pipes, manholes; concrete curb, gutter, and sidewalk; and AC pavement. Other responsibilities included developing solutions for emergency roadway, levee, slides, and stormwater repairs for areas damaged by the 2016/17 Winter storms and field locating culverts within the county and documenting their location on the County's GIS Program.

## **City of Mill Valley Miller Ave. Streetscape Project**

#### ***Project Engineer***

Gopi performed inspections on behalf of 4LEAF during the cold in-place recycling and AC paving operations for this \$13.5 million project. Additional tasks performed included performing public outreach and coordination with local businesses and residents during the paving operations.



# Masood Sattari

## Construction Manager / Inspector

### Experience

22+ years

### Education

- M.S., Construction Management, Santa Clara University
- B.S., Mechanical Engineering, University of California Berkeley
- B.A., Economics, University of California Santa Cruz

### Certifications and Training

- A – General Engineering / C10 – Electrical, California Contractors State License Board #1111876 (Inactive)
- Engineer-in-Training (California) – Professional Engineers and Land Surveyors #116284

### Software Skills

- HeavyBid
- SharpeSoft
- Excel
- MS Project
- Primavera
- Agtek
- Plangrid
- Salesforce
- Trimble Viewpoint Vista

### Experience Summary

Masood is a seasoned Construction Manager and Construction Representative with more than 22 years of diverse experience in project management, construction estimating, business development, and leadership training. He has worked for owners and developers, general contractors, and subcontractors on contracts valued at \$25 million on projects with more than \$100 million in construction. He also has five years of experience serving as the owner’s representative for private projects. Masood has overseen teams of up to 100 personnel, comprised of estimators, project managers, field superintendents, contract administrators, laborers, and operators.

He specializes in construction projects that involve grading, paving, mass excavation, underground wet and dry utilities, hazardous material abatement including Resource Conservation and Recovery Act (RCRA) and non-RCRA materials, cast-in-drilled hole (CIDH) piles, tiebacks, soil nails, and soldier beams. Masood has extensive expertise with underground utilities projects, on-site energy generation projects, and horizontal construction projects for federal, state, county, city, and local San Francisco Bay area agencies.

As a leader, Masood is highly experienced in process development, team building, and training project managers, estimators, and superintendents. With his educational background in economics, Masood has developed and implemented strategic business plans, managed RFP / RFQ procurement, and has been responsible for presenting profit and loss justifications to executives. Thanks to his varied experience, he understands multiple perspectives and builds strong working relationships with all parties involved.

### Select Project Experience

**City of San Mateo Parks and Recreation Department**  
**East Hillsdale Park Playground Improvements Project**  
**Construction Inspector**

Masood was part of 4LEAF’s inspection team for this \$2.05M project to upgrade the park’s infrastructure and playground equipment. The project included performing demolition, grading, tree preservation and protection of many heritage trees, removal of the existing playground equipment, installation of new playground equipment with resilient safety surfacing, installation of new site utilities including potable water and storm drain, lighting system upgrade, pavement and site furnishings.



## Select Project Experience Prior to Joining 4LEAF

### **Lennar**

#### **The San Francisco Shipyard**

##### **Operations Manager**

Masood worked for the general contractor and he oversaw multiple projects in the San Francisco Shipyard, which was a 750-acre development expanding from Bayview-Hunters Point to Candlestick Park and would have approximately 12,000 homes, 300 acres of public space, 500,000 square feet of retail, and over 3 million square feet of research and development. Masood ensured that his project management team and field crews had sufficient resources to meet the client's schedule to perform demolition, earthwork, and underground utility installation services for the projects.

### **Terramar Retail Centers**

#### **51st and Broadway (Oakland)**

##### **Project Manager**

This was a \$300 million development on a 15-acre site requiring 185,000 square feet of demolition and 330,000 square feet of new retail and commercial space. The project called for the removal of asphalt and concrete, the grading of the site, off-hauling soil, placing aggregate base, and paving. Masood worked for the earthwork contractor that was hired by the general contractor, and he provided value engineering support to minimize the cost impacts from contaminated soil.

### **Woods Partners**

#### **55 Laguna Street (San Francisco)**

##### **Project Manager**

Masood was the project manager for the general engineering contractor for this \$100 million construction of an entire city block for the development of five new buildings for 330 residential units, two underground parking garages, offices, and retail space. Masood oversaw the demolition of the existing buildings, mass excavation including disposal of hazardous materials, shoring, and structural excavation.

### **Vanke Group and Tishman Speyer**

#### **201 Folsom Street (San Francisco)**

##### **Project Manager**

This \$630 million high-rise residential project was comprised of two buildings (one 37-stories, the other 42 stories) totaling 655 units. Working for the mass excavation and underground utility contractor, Masood was responsible for managing the excavation phase for the five-level below-ground garage. His other responsibilities included procurement of materials and subcontractors, preparing and distributing a mutually agreed upon schedule to the client and field personnel, preparing and distributing RFIs and submittals, preparing and negotiating change order requests, and presenting weekly the estimated cost relative to the actual cost projections to his company's leadership. The scope of the project included mass excavation and underground utilities. During the excavation process, Masood and his team discovered a ship from the 1840s, which the San Francisco Archaeological Association was able to salvage and place in the San Francisco Maritime Museum. The underground utility installation involved coordination with numerous agencies, including the San Francisco Municipal Transportation Agency (SFMTA), the Department of Building Inspection (DBI), the Department of Public Works (DPW), and Pacific Gas & Electric (PG&E).

### **AGI Capital and Avant Housing**

#### **900 Folsom Street (San Francisco)**

##### **Project Manager**

Masood was the project manager for the shoring contractor selected by the general contractor. He managed the design phase and installation of soldier beams and lagging walls with four rows of tiebacks for this \$36 million,



eight-story LEED Gold residential building with 280 units and underground garage. His other responsibilities included procurement of materials and subcontractors, preparing and distributing a mutually agreed upon schedule to the client and field personnel, preparing and distributing RFIs and submittals, preparing and negotiating change order requests, and presenting weekly the estimated cost relative to the actual cost projections to his company's leadership. The project's scope of work included installation of the shoring system for a six-level underground parking garage. During the excavation process, water intrusion exceeded the capacity of the dewatering system, making the excavation impossible due to collapsing soil. It was discovered later that the water intrusion was caused by a broken underground waterline and not the underground creek that was originally suspected. This required grouting using a polymer mixture to build a seal behind the shoring wall allowing the excavation to continue.

### **University of California Berkeley Student Athlete High Performance Center**

#### **Project Manager**

This \$150 million building was constructed in front of UC Berkeley's Memorial Stadium. The excavation was more 50 feet deep in some areas and ran along the edge of the stadium and along the Hayward seismic fault. Soldier beams and tiebacks had to be installed to prevent undermining the stadium, and construction had to be completed in a matter that would not disrupt the football games at the stadium. Masood worked for the shoring contractor selected by the University's general contractor. His responsibilities included procurement of materials and subcontractors, preparing and distributing a mutually agreed upon schedule to the client and field personnel, preparing and distributing RFIs and submittals, preparing and negotiating change order requests, and presenting weekly the estimated cost relative to the actual cost projections to his company's leadership. He was also responsible for managing the design and construction of soldier beams and tieback wall that would support Memorial Stadium while the new building was being constructed. The shoring system involved installing secant piles that underpinned the stadium's foundation. The piles needed to be installed in phases to prevent the stadium from moving. Survey monitoring points were installed along the face of the stadium to monitor movement on a weekly basis. Twenty-five percent of the beams installed by the subcontractor were not plumb, resulting in the tops of the beams protruding too far into the new structure at the top and protruding too far into the stadium at the bottom, causing excess concrete to be utilized. Masood worked with the design team to develop several solutions for each scenario, and the solutions were implemented and accepted by UC Berkeley.



## 4LEAF STAFF SUMMARY

**Principal-in-Charge** – 4LEAF’s Principal-in-Charge / Contract Manager is Gene Barry, P.E. He is authorized to contractually bind 4LEAF, and he will provide supervision and support to the team assigned to the Project.

**Project / Construction Manager** – The construction manager oversees and coordinates all aspects of the project to ensure it is completed on schedule, within budget, and to the required quality. General responsibilities include performing constructability reviews, reviewing progress payments, submittals, RFIs, and potential contract change orders (PCCOs); coordinating field staff; reviewing / monitoring the construction schedule; coordinating and running weekly meetings; communicating with the client, stakeholders, and the project team; performing as-needed public outreach and communications; and coordinating special inspections as necessary.

**Construction Representative / Inspector** – General responsibilities include performing constructability reviews; assisting the construction manager with contract administration tasks and scheduling special inspections as required; monitoring and documenting daily site activities; and ensuring the progress of the work is performed in accordance with the plans and specifications; verifying materials and quantities; and performing day-to-day public outreach. The construction representative / inspector will be assigned to the project full-time during construction to perform daily site observation / inspection of work.

## POTENTIAL SUBCONSULTANTS, IF REQUIRED

Although the City’s RFP does not specifically mention the need for these specialized services, 4LEAF has worked with these firms on other park and playground improvement projects. Should there be a need for these types of services, we have a strong team of specialists that can be relied upon.

**BSAFE Playground Inspection:** BSAFE inspects community playgrounds and school structures throughout California, offering impact testing, G-Max testing, and inspection and compliance reports. They help playground owners guarantee that their playgrounds are nourishing safe spaces that allow children to test the limits of their imagination, not their physical safety. BSAFE has a team of licensed Certified Playground Safety Inspectors (CPSIs).

**Heartwood Arborists:** Heartwood provides practical tree and urban forestry solutions. They provide detailed tree preservation guidance to ensure the health of trees during construction, tree inventory, tree risk assessment, tree appraisal, tree management plans, and professional arborist reports. Formal arborist reports support informed decisions, safeguarding tree health and safety, adhering to regulations, and resolving tree-related issues.

**WRA Environmental Consultants:** The federal Migratory Bird Treaty Act prohibits the unauthorized killing, possessing, or trading in many native bird species, including some that are not migratory. Most native birds, including common species, have protections under federal and state law. WRA provides a nesting bird survey program where their biologists conduct a survey to help the construction project meet regulatory requirements.

**Chronicle Heritage:** It is possible that the demolition or excavation phase of a project could unearth fossils, remains, or artifacts that require a specialist. Chronicle provides both paleontological and archaeological services. They are regulatory and technical experts in both fields.

Per the City’s RFP and Addendum No. 1., the following services will be performed under separate contracts with the City or the City’s design consultant:

- Community engagement during the Planning and Design Phase.
- Materials testing and special inspections.
- Detailed contractor labor compliance monitoring.



## SECTION 6: CONFLICT OF INTEREST STATEMENT

4LEAF does **not** have any conflicts of interest regarding the Orange Memorial Park Main Playground Replacement Project:

- 4LEAF does **not** have any financial, business, or other relationship with the City of South San Francisco that may have an impact upon the outcome of the contract or the construction project.
- 4LEAF does **not** have any current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- 4LEAF does **not** have any financial interest or relationship with any construction company that might submit a bid on the construction project.

## SECTION 7: LITIGATION

Civil Litigation History:

- 1: (1) Donner v. Sema Construction, et. al., Case #37-2023-00039037;  
(2) San Diego Superior Court;  
(3) Personal Injury claim arising from a construction site accident.  
Current Status: Pending. 4LEAF denies liability.
- 2: (1) Trapp v. Anderson Pacific Engineering Construction, Inc, et. al., Case #23-CIV-04838;  
(2) San Mateo Superior Court; (3) Personal injury claim arising from a bicycle accident.  
Status: Pending. 4LEAF denies liability.

## SECTION 8: COST PROPOSAL

4LEAF's detailed Preliminary Cost Proposal and Fee Schedule are provided on the following pages.

**Updated Cost Proposal to Perform Construction Management and Inspection Services  
for the City of South San Francisco Orange Memorial Park Main Playground Replacement Project**

Updated January 30, 2026

Task	Sub Task	Task Description	PIC (4LEAF)	Project / Construction Manager (4LEAF)	Construction Manager - Biddability and Constructability Reviews (4LEAF)	Construction Representative / Inspector (4LEAF) (Regular time)	Construction Representative / Inspector (4LEAF) (Day Shift OT)	Public Works Inspector Apprentice	Total Hours Per Task	Cost Per Task	Notes
		<b>Hourly Rate</b>	<b>\$250</b>	<b>\$240</b>	<b>\$240</b>	<b>\$175</b>	<b>\$236</b>	<b>\$102</b>			See Notes (a), (b), and (c).
<b>1</b>		<b><u>Programming, Planning, and Design</u></b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
	1a	Virtual Kickoff Meeting with City.	1	1	0	1	0		3	\$665	
	1b	Review City's 2023 Updated Master Plan and Existing Project Documents and Perform Site Walk.	4	4	4	0	0		12	\$2,920	
	1c	Initial Planning Meetings w/ City and City's Design Team.	16	32	0	0	0		48	\$11,680	See Note (d).
	1d	Assist the Design Team with Community Outreach Efforts.	4	80	0	0	0				
	1e	Prepare Various Project Deliverables.	4	40	0	24	0		68	\$14,800	
	1f	Perform Misc. Tasks Requested by City.	4	40	0	24	0		68	\$14,800	
		<b>Task 1 Subtotal:</b>	<b>33</b>	<b>197</b>	<b>4</b>	<b>49</b>	<b>0</b>		<b>199</b>	<b>\$44,865</b>	
<b>2</b>		<b><u>Pre-Construction Services</u></b>	Hours	Hours	Hours	Hours	Hours		Hours		
	2a	Manage Design Phase Activities.	8	448	0	0	0		456	\$109,520	See Note (e).
	2b	Manage Various Field Investigations (e.g. Geotechnical, Surveying, etc.)	2	16	0	40	0		58	\$11,340	
	2c	Constructability Review - 60% PS&E Package.	16	32	24	32	0		104	\$23,040	
	2d	Constructability Review - 95% PS&E Package.	16	32	24	32	0		104	\$23,040	
	2e	Constructability Review - 100% PS&E Package.	4	16	8	16	0		44	\$9,560	
	2f	Miscellaneous As-Needed Tasks.	2	16	0	16	0		34	\$7,140	
		<b>Task 2 Subtotal:</b>	<b>48</b>	<b>560</b>	<b>56</b>	<b>136</b>	<b>0</b>	<b>0</b>	<b>800</b>	<b>\$183,640</b>	
<b>3</b>		<b><u>Advertise and Award Services</u></b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
	3a	Prepare for and Lead Contractor Bid Walk.	4	16	0	24	0		44	\$9,040	
	3b	Review Bidder Questions and Assist the City / Design Team in Preparing Responses and Issuing Bid Addendums.	4	32	0	16	0		52	\$11,480	
	3c	Review Bids, Identify Issues or Concerns, Assist the City in Preparing Responses for Protests and other Issues, Provide Recommendation to City for Project Award.	2	24	0	8	0		34	\$7,660	
	3d	Coordinate and Manage Pre-Purchase of Long Lead-Time Materials and Equipment that are not Covered Under Contractor's Agreement	0	16	0	16	0		32	\$6,640	
	3e	Project Management.	2	16	0	0	0		18	\$4,340	
		<b>Task 3 Subtotal:</b>	<b>12</b>	<b>104</b>	<b>0</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>180</b>	<b>\$39,160</b>	
<b>4</b>		<b><u>CM Services During Construction</u></b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
	4a	Prepare for and Chair Pre-Construction Conference Meeting.	2	16	0	8	0		26	\$5,740	
	4b	Perform Visual Pre-Construction Project Site Condition Documentation.	0	4	0	24	0		28	\$5,160	
	4c	Receive and Process Early Contractor Submittals.	0	24	0	8	0		32	\$7,160	
	4d	Perform Construction Management Tasks.	0	720	0	0	0		720	\$172,800	See Note (f).
	4e	Perform Construction Inspections.	0	0	0	1,584	0		1,584	\$277,200	See Note (f).
	4f	Project Management.	32	0	0	0	0		32	\$8,000	
		<b>Task 4 Subtotal:</b>	<b>34</b>	<b>764</b>	<b>0</b>	<b>1,624</b>	<b>0</b>	<b>0</b>	<b>2,422</b>	<b>\$476,060</b>	
<b>5</b>		<b><u>Post-Construction Phase</u></b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
	5a	Final Inspections and Provide Red-Lined Set of Plans to Client.	0	8	0	24	0		32	\$6,120	
	5b	Project Closeout.	0	40	0	8	0		48	\$11,000	
	5c	Project Management.	4	0	0	0	0		4	\$1,000	
		<b>Task 5 Subtotal:</b>	<b>4</b>	<b>48</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>84</b>	<b>\$18,120</b>	
		<b>TOTAL (4LEAF):</b>	<b>131</b>	<b>1,673</b>	<b>60</b>	<b>1,905</b>	<b>0</b>		<b>3,685</b>	<b>\$761,845</b>	
<b>6</b>		<b><u>Public Works Inspector Apprentice (if necessary).</u></b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
	6a	Provide Public Works Inspection Apprentice.	0	0	0	0	0	317	317	\$32,314	
		<b>Task 6 Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>317</b>	<b>317</b>	<b>\$32,314</b>	
		<b>TOTAL [4LEAF + Apprentice (if required)]</b>	<b>131</b>	<b>1,673</b>	<b>60</b>	<b>1,905</b>	<b>0</b>	<b>317</b>	<b>4,002</b>	<b>\$794,159</b>	

Notes:

- (a) Assumes project will require compliance with California Prevailing Wage rate requirements under SB 854, and the Client will be required to file a PWC-100 Form to the California Department of Industrial Relations for the project.
- (b) Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the City to the CA DIR, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. Hours are included as a placeholder in the event that an apprenticeship for a public works inspector is required and dispatched by the apprenticeship committee. We have assumed the public works apprentice assigned to the project will be classified as a Period 1 Apprentice as defined by the DIR's Wage Determination dated 8/25. In the event that a higher classification apprentice is assigned to the project, we will contact the City to request a change order for this line item.
- (c) 4LEAF staff will be supplied with typical tools of the trade to perform their daily tasks (e.g. cell phone, laptop computer, and PPE).
- (d) **Budgetary Estimate.** The actual Level of Effort for this task can be refined after the exact scope and nature of the project are developed based on discussions with the City and Design Team.
- (e) **Budgetary Estimate.** For Budgeting Purposes, we assumed 16 hrs/wk at 4 wks/mo for 7 mos. for PM / CM to manage the Design Phase.

**Updated Cost Proposal to Perform Construction Management and Inspection Services  
for the City of South San Francisco Orange Memorial Park Main Playground Replacement Project**

*Updated January 30, 2026*

(f) The project scope and construction schedule were not available at the time of preparation of this estimate but based on discussions between Philip Vitale (City) and Gene Barry (4LEAF) on 1/27/26, this estimate has been updated to assume a construction phase duration of 198 working days (9 months - assumes an average of 22 working days per month). For estimating purposes, we have assumed one, part-time Construction Manager at 20 hrs/wk at 4 wks/mo at 9 months during the Construction Phase. We also assumed one, full-time Construction Representative / Inspector at 8 hrs/day for 198 working days at regular-time rate. Does not include any allowance for overtime, nighttime, weekend, or holiday work. If overtime, nighttime, weekend, or holiday work are required, the requirements for these hours will be billed in accordance with 4LEAF's Standard Fee Schedule. If construction inspection frequencies exceed the assumed quantities, if the duration extends past 198 working days, or the contractor works more than 8 hours per day during the project, 4LEAF will submit a budget amendment request to the City.



## 4LEAF Fee Schedule to Provide Construction Management and Inspection Services for the City of South San Francisco Orange Memorial Park Replacement Project

### CM and Inspection Services

Staff Designation	Hourly Rate
Principal-in-Charge*	\$250.00
Project / Construction Manager*	\$240.00
Public Works Inspector (Regular Time)**	\$175.00
Public Works Inspector (Night Time)**	\$196.88
Public Works Inspector (Overtime 1)**	\$236.25
Public Works Inspector (Overtime 2)**	\$323.75
Public Works Inspector (Overtime 3)**	\$411.25
Project Administrative Assistant*	\$110.00
Public Works Inspector Apprentice**	\$102.00 - \$159.14

**\*All Fees shown include Annual Escalation of 3% starting on Jan. 1, 2027 and Jan. 1, 2028.**

**\*\*Staff category subject to California Prevailing Wage Rate Requirements.**

### BASIS OF CHARGES

- A. Rates shown assume projects under this on-call contract will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the project.
- B. Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR. Rates based on California DIR’s wage determinations dated August 2025.
- C. Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable/qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR’s Wage determination for Building Construction Inspector issued August 2025 were used to determine the range of Calendar Year 2026 hourly rates for Public Works Inspector Apprentice.
- D. All invoicing will be submitted monthly.
- E. Overtime and Premium time will be charged as follows:
  - *Night Time (work begun after 4PM or before 5AM)* 1.125 x hourly rate
  - *Overtime 1 (over 8 hours M-F or Saturdays)* 1.35 x hourly rate
  - *Overtime 2 (over 8 hours Sat or 1st 8 hour Sun)* 1.85 x hourly rate
  - *Overtime 3 (over 8 hours Sun or Holidays)* 2.35 x hourly rate
- F. All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- G. Subconsultant invoices will be assessed a 10% Administrative Processing Fee.
- H. Project-related mileage for inspections will be billed at the allowable IRS Rate.
- I. Payment due on receipt. All payments over 30 days will be assessed as a 1.5% interest charge.
- J. Client shall pay attorneys’ fees or other costs incurred in collecting delinquent amounts.
- K. Client agrees that 4LEAF’s liability will be limited to the value of services provided.
- L. In accordance with California’s Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF’s non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.
- M. If 4LEAF is requested or otherwise required to conform to Client’s alternative workweek schedule (“AWW”), Client hereby agrees to compensate or reimburse 4LEAF for all overtime paid to its employees who work an AWW. If 4LEAF’s affected employment group approves an AWW election and the same is registered, overtime compensation/reimbursement shall not be required.